



Position Announcements and Job Description:

Human Resources Officer

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek

The Hispanic Federation seeks a Human Resources Officer to assist the Senior Vice President for Operations in performing various activities in the areas of recruiting, orientation/onboarding, retention, benefits administration, policies and procedures, reporting and employee relations for all HF offices (NY, DC, CT, FL, NC, RI and Puerto Rico). The HR Specialist must be highly effective in terms of time-management, multi-tasking, and prioritization.

Position Location: New York City

Reports to: Senior Vice President for Operations

Job Duties and Responsibilities

Recruitment, Hiring and Onboarding Process

- Manage the recruitment process, including working with hiring manager(s) to identify their needs, posting positions internally, preparing and placing employment advertisements
- Screen applications and resumes, conduct first interviews, schedule and participate in second interviews, track applicants
- Coordinate on-boarding process, including arranging start dates, preparing offer letters, new hire paperwork packet, background checks, facilitating orientation process and integration of new employees into the company, their department and teams
- Conduct new hire orientation and benefits orientation to build a strong foundation for new employees and ensure employee engagement

HR Support for Employees and Supervisors

- Schedule and conduct exit interviews
- Assist with the delivery of training programs and maintain a training matrix for all internal and external employee training
- Administer benefits, including the enrollment process, and COBRA in collaboration with Payroll Specialist and ADP
- Effectively utilize capabilities of available software systems (ADP) to best manage relevant HR functions and provide data to supervisors/managers
- Assist management with the preparation and updating of job descriptions

- Assist and coach supervisors and managers with respect to employee relations matters, including corrective actions, investigations, coaching, leaves of absence, etc.
- Work with Office Manager to administer safety programs to ensure a safe work environment for employees
- Ensure accuracy of salary calculations, job titles/codes, approvals, and follow-ups as necessary
- Respond to routine inquiries regarding benefits, HR, corporate policies and procedures, paid time off issues, and/or provide the appropriate resources to address the issues in question

Personnel Data and Records

- Create and maintain accurate personnel files
- Optimize data quality by conducting regular audits
- Track and record HR metrics (e.g. turnover, cost of hire, etc.) and prepare various reports for management
- Follow documented HR support processes to transact all employee life cycle activities in a timely and accurate manner (new hires, transfers, terminations, promotions, performance evaluations, etc.)

Required Skills and Qualifications:

- Bachelor's degree
- 3-5 years of experience in human resources, in the nonprofit or corporate sector
- Experience in administering and maintaining HR systems, programs, procedures, and plans according to HR policies
- Experience in helping employees and managers work together to plan, monitor, and review employee work objectives and overall contribution to the organization, with emphasis on professional development and performance evaluation
- Experience in responding to HR-related questions and problems from employees and supervisors
- Ability to exercise and maintain a high degree of confidentiality
- Excellent oral and written communication skills (Bilingual English/Spanish a plus)
- Strong customer service skills (phone and email)
- Excellent interpersonal and communication skills, with a flexible and collaborative spirit
- Ability to quickly gain a thorough understanding of the Federation's policies and practices and organizational culture
- Ability to function well in a fast-paced work environment, able to respond to multiple simultaneous requests for assistance, prioritize, and meet deadlines
- Computer skills including Microsoft Office (Word, Excel, PowerPoint)
- Strong commitment to Hispanic Federation's mission and core values
- Capacity to work well in a team setting as well as independently when necessary
- Ability to interact with all levels of management
- Ability to work effectively and collaboratively with diverse and remote staff regardless of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance

Preferred Skills and Qualifications

- Bilingual (English/Spanish)
- Knowledge of ADP

To Apply

Please submit a résumé and cover letter detailing your interest and qualifications via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is \$60k - \$70k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision, and a 403(b) retirement plan.